

CPSR Report External Auditor Process in SpendLogic

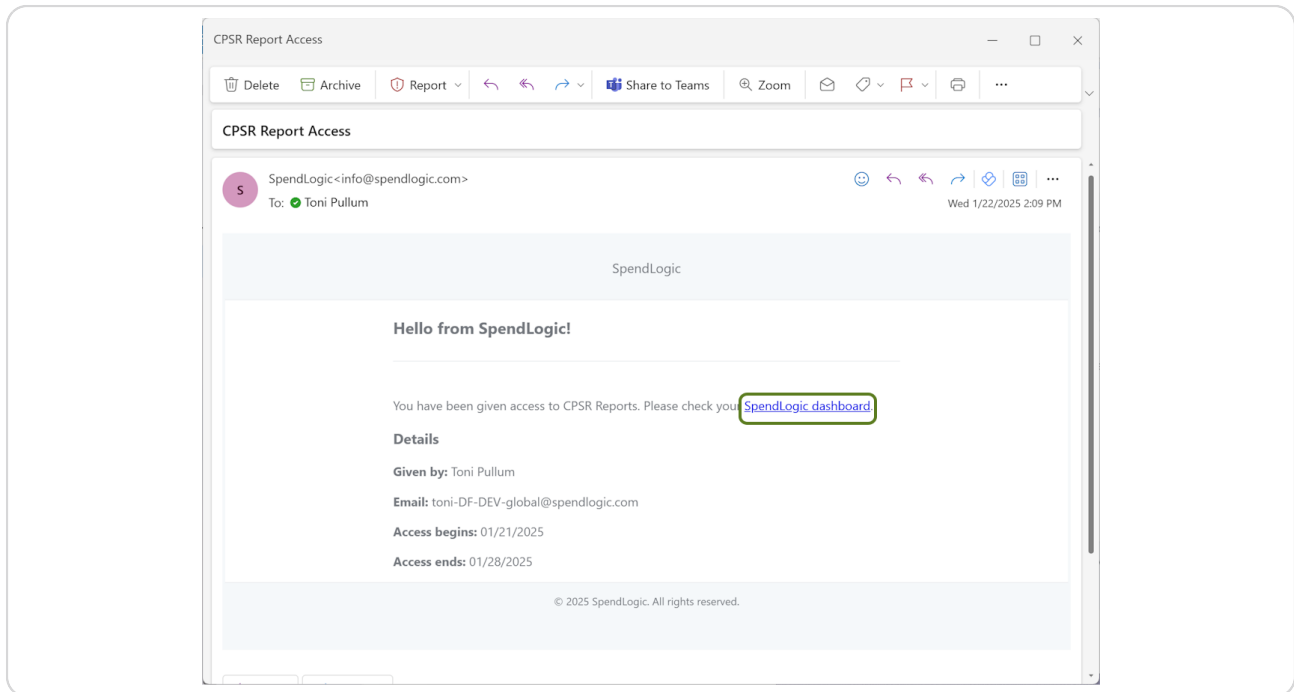
16 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Toni Pullum	Jan 22, 2025	Jan 29, 2025

STEP 1

Accessing SpendLogic

Once you've been provided access to view documents in SpendLogic, you will receive an email that provides a link to the SpendLogic Dashboard. Click on link provided.

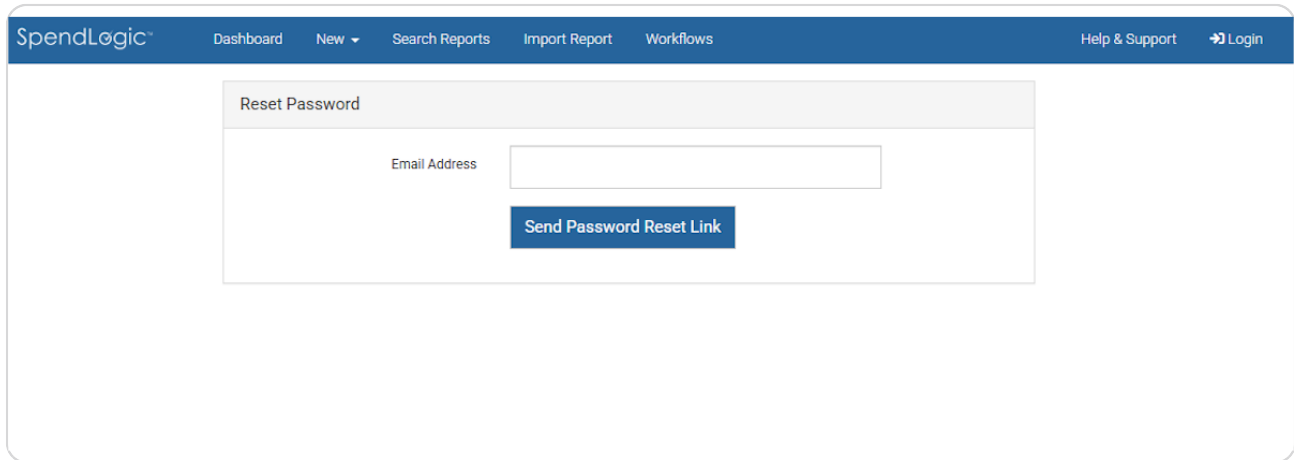


STEP 2

Resetting Password

If this is the first time you've accessed SpendLogic, you'll be directed to the following screen to reset your password. Enter the email address that the invite was sent to and select "Send Password Reset Link". This will send another email with instructions to reset your password.

If this is not the first time you've accessed SpendLogic, you can skip to step 4.

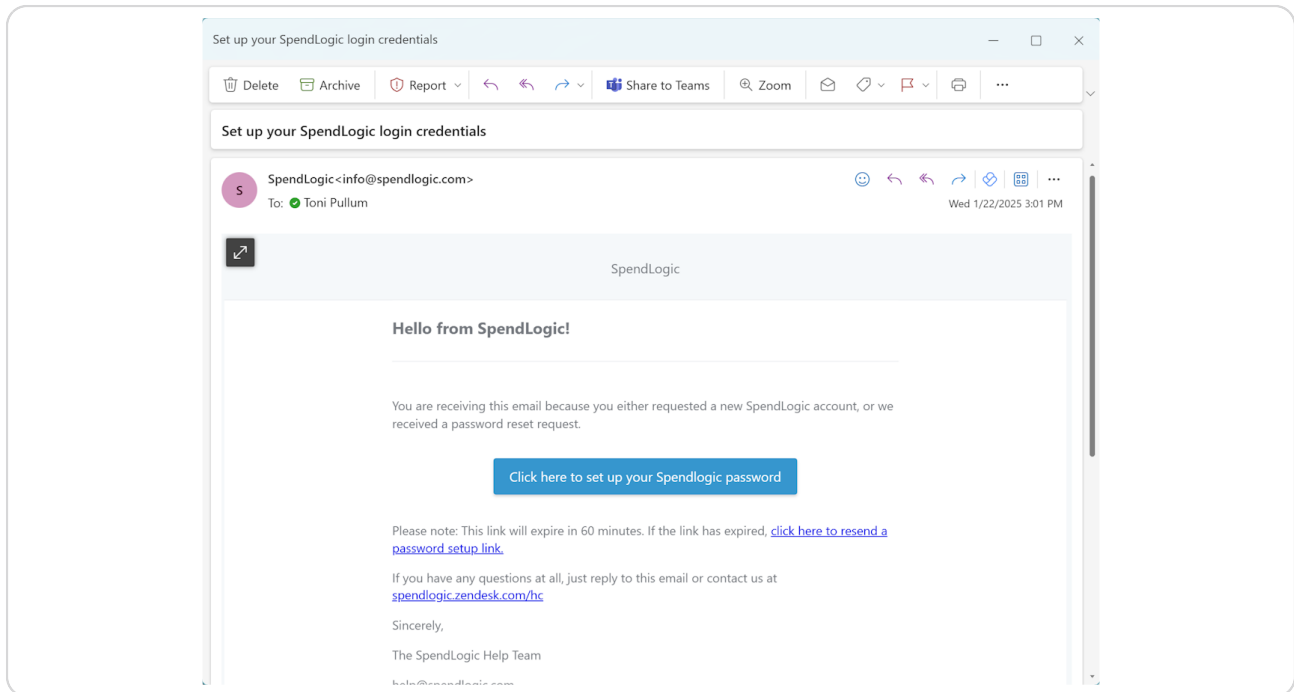


The screenshot shows the SpendLogic web application interface. At the top is a dark blue navigation bar with the SpendLogic logo on the left and menu items: Dashboard, New (with a dropdown arrow), Search Reports, Import Report, and Workflows. On the right side of the navigation bar are links for Help & Support and a Login button with a right-pointing arrow. Below the navigation bar is a light gray header for the 'Reset Password' form. The form contains a text input field labeled 'Email Address' and a blue button labeled 'Send Password Reset Link'.

STEP 3

Resetting Password Email

Once you've received the email to set up your SpendLogic password, click on the blue icon circled in the screenshot below to proceed with the password reset.



STEP 4

Log into SpendLogic

Enter your email and password and click "Sign In"

Sign In

User ID

@spendlogic.com

Password

.....

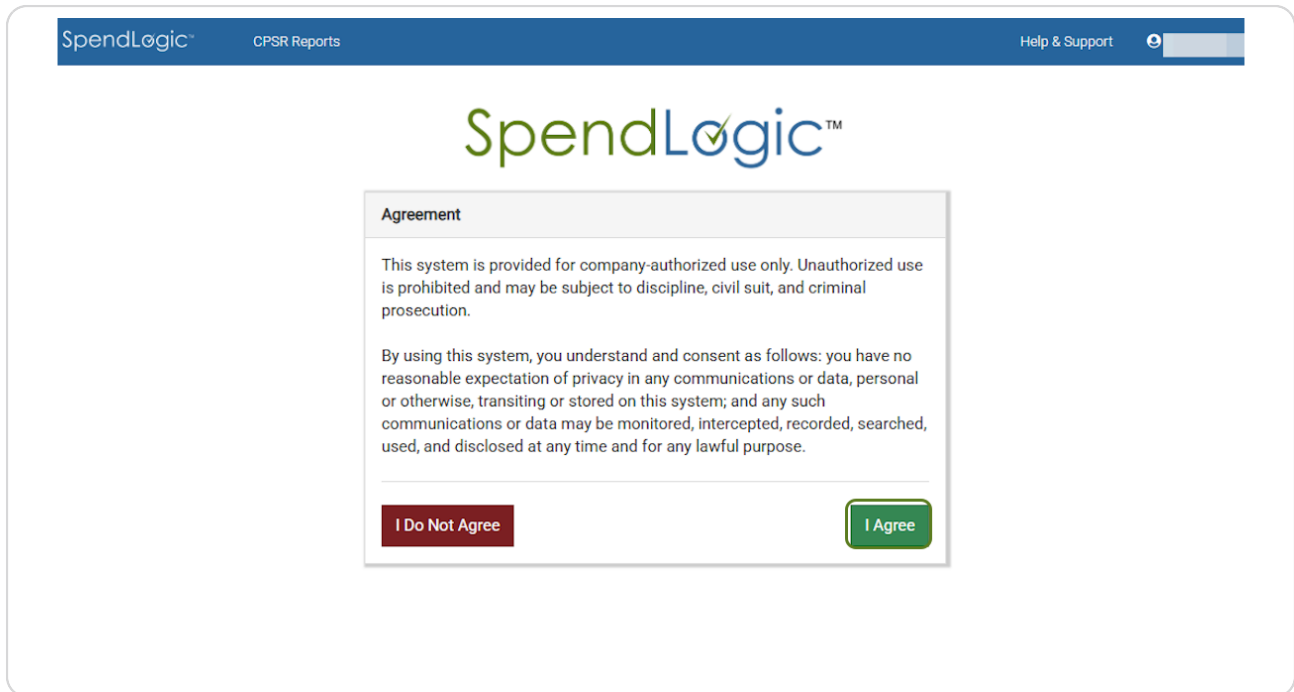
Sign In

By clicking Sign In, you agree to our License Agreement.
I forgot my password.

STEP 5

User Agreement

Click on "I Agree" to enter SpendLogic. If you select "I Do Not Agree", the system will log you out.



SpendLogic[™] CPSR Reports Help & Support

SpendLogic[™]

Agreement

This system is provided for company-authorized use only. Unauthorized use is prohibited and may be subject to discipline, civil suit, and criminal prosecution.

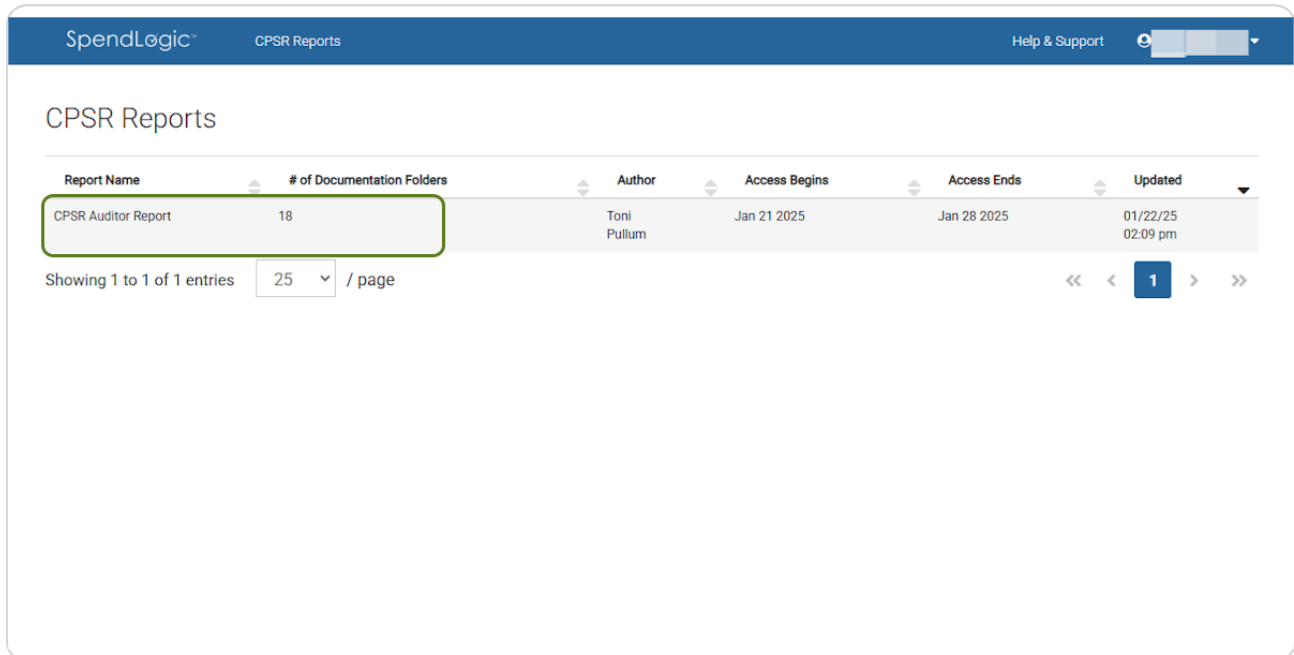
By using this system, you understand and consent as follows: you have no reasonable expectation of privacy in any communications or data, personal or otherwise, transiting or stored on this system; and any such communications or data may be monitored, intercepted, recorded, searched, used, and disclosed at any time and for any lawful purpose.

[I Do Not Agree](#) [I Agree](#)

STEP 6

CPSR Reports Homepage

Once you are in SpendLogic, you'll be brought to the CPSR Reports Homepage where you can access the reports you've been given access to. Click on the report you want to open by selecting the row.



The screenshot shows the SpendLogic interface for CPSR Reports. The header includes the SpendLogic logo, 'CPSR Reports', and a 'Help & Support' link. The main content area is titled 'CPSR Reports' and contains a table with the following columns: Report Name, # of Documentation Folders, Author, Access Begins, Access Ends, and Updated. A single row is displayed, with the 'CPSR Auditor Report' highlighted by a green box. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a dropdown menu set to '25 / page'. The page number '1' is highlighted in a blue box.

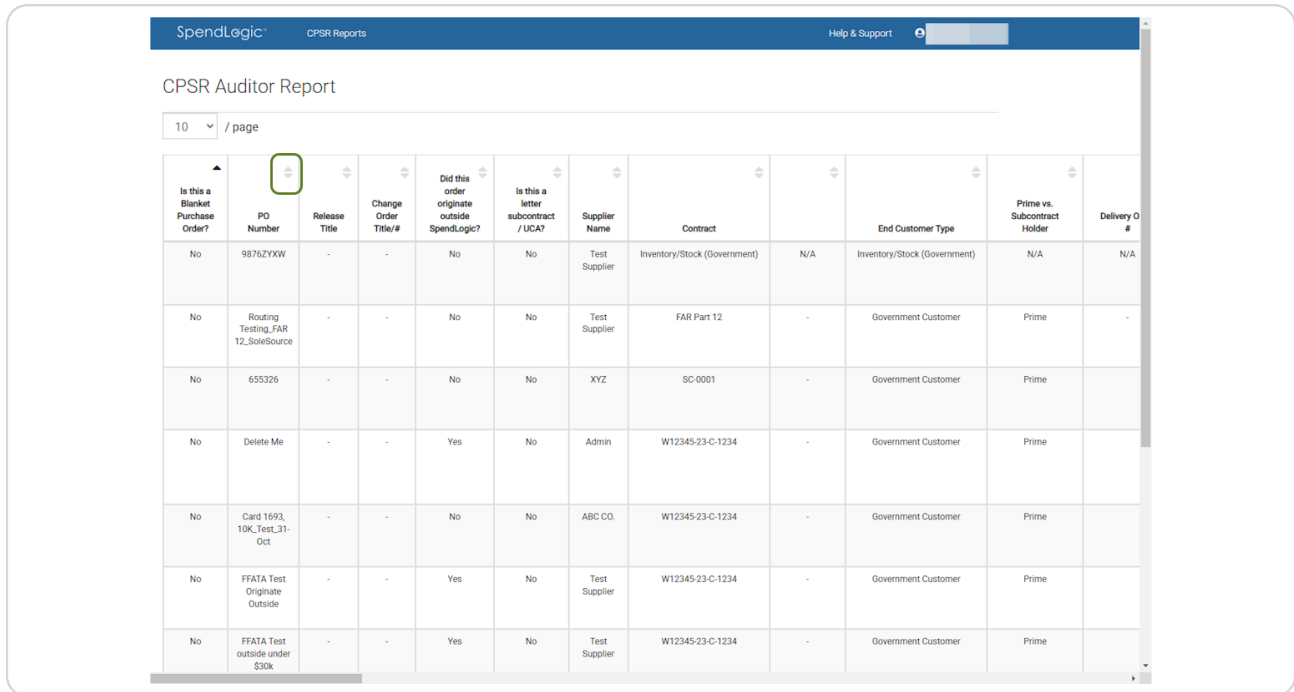
Report Name	# of Documentation Folders	Author	Access Begins	Access Ends	Updated
CPSR Auditor Report	18	Toni Pullum	Jan 21 2025	Jan 28 2025	01/22/25 02:09 pm

Showing 1 to 1 of 1 entries 25 / page << < 1 > >>

STEP 7

CPSR Auditor Report

Once the CPSR Auditor Report is open, you'll see a table with a list of the files for auditing. You can sort report by clicking on the arrows in the header of each column as shown in the screenshot below.



The screenshot shows the SpendLogic CPSR Reports interface. At the top, there is a blue header with the SpendLogic logo, 'CPSR Reports', and a 'Help & Support' link. Below the header, the title 'CPSR Auditor Report' is displayed. A pagination control shows '10 / page'. The main content is a table with 11 columns. The first column, 'Is this a Blanket Purchase Order?', has a green box around its sorting arrow. The table contains 8 rows of data.

Is this a Blanket Purchase Order?	PO Number	Release Title	Change Order Title/#	Did this order originate outside SpendLogic?	Is this a letter subcontract /UCA?	Supplier Name	Contract		End Customer Type	Prime vs. Subcontract Holder	Delivery O #
No	9876ZYXW	-	-	No	No	Test Supplier	Inventory/Stock (Government)	N/A	Inventory/Stock (Government)	N/A	N/A
No	Routing Testing_FAR T2_SoleSource	-	-	No	No	Test Supplier	FAR Part T2	-	Government Customer	Prime	-
No	655326	-	-	No	No	XYZ	SC-0001	-	Government Customer	Prime	
No	Delete Me	-	-	Yes	No	Admin	W12345-23-C-1234	-	Government Customer	Prime	
No	Card 1693, 10K_Test_31-Oct	-	-	No	No	ABC CO.	W12345-23-C-1234	-	Government Customer	Prime	
No	FFATA Test Originate Outside	-	-	Yes	No	Test Supplier	W12345-23-C-1234	-	Government Customer	Prime	
No	FFATA Test outside under S30k	-	-	Yes	No	Test Supplier	W12345-23-C-1234	-	Government Customer	Prime	

STEP 8

Reviewing a Documentation File

Once you've identified the file you'd like to open for review, click the row as circled in the screenshot below. This will open the selected file into a new window.

CPSR Auditor Report

10 / page

Is this a Blanket Purchase Order?	PO Number	Release Title	Change Order Title/#	Did this order originate outside SpendLogic?	Is this a letter subcontract /UCA?	Supplier Name	Contract		End Customer Type	Prime vs. Subcontract Holder	Delivery Order #	Customer Name	Subcontract #
No	Card 1693, 10K_Test_31-Oct	-	-	No	No	ABC CO.	W12345-23-C-1234	-	Government Customer	Prime			
No	9876ZYXW	-	-	No	No	Test Supplier	Inventory/Stock (Government)	N/A	Inventory/Stock (Government)	N/A	N/A	N/A	N/A
No	Toni Test Card# 2148	-	-	No	Yes	SpendLogic	Demo (DPAS Rated) Inventory/Stock (Government)	N/A	Government Customer Inventory/Stock (Government)	Prime N/A	N/A N/A	Demo Prime Contractor N/A	N/A N/A
No	ABC1234	-	-	No	No	SpendLogic	Demo (DPAS Rated)	-	Government Customer	Prime	N/A	Demo Prime Contractor	N/A
No	Routing Testing_FAR 12_SoleSource	-	-	No	No	Test Supplier	FAR Part 12	-	Government Customer	Prime	-	-	
No	Toni Test - CID/PAR	-	-	No	No	SpendLogic	Demo (DPAS Rated)	-	Government Customer	Prime	N/A	Demo Prime Contractor	N/A
Yes	Toni Test - LTA/IDIQ	-	-	No	Yes	SpendLogic	W15QKN-11-D-0001	-	Government Customer	Prime	N/A	N/A	N/A

STEP 9

Reviewing the Documentation File

The left hand side of the Documentation File contains all pertinent information about the file including Prime Contract and Purchase Order information. These fields will be greyed out and are only available to view.

The right hand side of the Documentation File contains all the auditable documents related to the Documentation File. You can open each block to review the documents within.

The screenshot shows the 'Documentation' page in SpendLogic. The left sidebar contains the following information:

- Contract:** 0258250
- Contract Description:** This is a test
- Contract Number:** WT2346234-C-1234
- Contract Type:** Equipment/Contract
- Prime or Subcontract Order:** Prime
- Contract Description:** This is a test
- How to Upload Files:** (Link)
- Prime Contract Type:** JAN 15 - Contract by vegetation
- PMID Name:** (Link)
- Order Name:** (Link)
- Header Name:** (Link)
- PO Type:** (Link)
- PO value:** \$10,000.00
- PO Date:** 10/15/2023
- PO Start/End Date:** 11/01/2023
- Completion or Non-Completion:** (Link)
- Contractor:** (Link)
- Company:** (Link)
- U.S. Company:** (Link)
- Business Size:** (Link)
- Small Business:** (Link)
- Service Disabled Veteran Owned:** (Link)
- Minority/Disability:** (Link)

The main area is titled 'Documentation' and has a status: 'This tab has completed final review and is now locked for editing. Final Reviewer: Of Mgr Karen [Of Mgr]'. It is divided into two sections:

- Required:** A list of document blocks with descriptions and links to view or download.
 - Prime Contract:** Documents: The PO documentation and purchase order is associated to a prime contract.
 - Supplier Order:** Documents: Supplier order is associated to the prime contract.
 - Supplier Order/Proposal & Revision:** Documents: Supplier order/Proposal is associated to the prime contract.
 - Order/Purchase Order/Invoice:** Documents: Supplier order/Invoice is associated to the prime contract.
 - Annual Representation & Certification (Sole & Cert):** Documents: The Annual Representation & Certification is associated to the prime contract.
 - Prime Contract ID:** Documents: The prime contract ID is associated to the prime contract.
 - Order/Purchase Order/Invoice:** Documents: The prime contract ID is associated to the prime contract.
 - Order/Purchase Order/Invoice:** Documents: The prime contract ID is associated to the prime contract.
 - Order/Purchase Order/Invoice:** Documents: The prime contract ID is associated to the prime contract.
- Not Added:** A list of document blocks that are not added or not applicable.

STEP 10

Reviewing Right Hand Blocks

To review a file element, click on the name of the right hand block that you would like to open.

Order Test - LTA/IDIQ OpenLogic (Completed)

This tab is in the review and signature approval process. [View Details](#)

Did this order originate outside SpendLogic?	<input type="text" value="No"/>
Is this a Blanket Purchase Order?	<input type="text" value="Yes"/>
Is this a letter subcontract / UCA?	<input type="text" value="Yes"/>
PO Number	<input type="text" value="Toni Test - LTA/IDIQ"/>
Supplier Name	<input type="text" value="SpendLogic"/>
Contract	<input type="text" value="W15QKN-11-D-0001"/>
Project ID	<input type="text" value="-"/>
End Customer Type	<input type="text" value="Government Customer"/>

Required

Pre-Award

Supplier Exclusion (Debarment) Pre-Check	Using a supplier's UEI, automatically check whether a supplier is active in SAM, has an active exclusion, registration (if registered) expiration date. If ...
Market Research	Refer to Policy No. 3.2, Market Research for additional guidance. Market Research means "collecting and analyzing information about capabilities within the ...
Purchase Requisition (PR)	Summary: The Purchase Requisition (PR) is documentation that provides authority to procurement personnel to proceed with a purchase.
Request for Quote/Proposal (RFQ/RFP)	Summary: Upload RFQ/RFP issued to the supplier(s). Include all attachments to the RFQ/RFP including the Statement of Work, pricing template, flow downs, ...
Supplier Quote/Proposal & Supporting Documentation	Upload supplier proposal/quote (including any revisions/Best and Final Offers (BAFOs)) and any supporting documentation that an auditor or reviewer would ...
Annual Representations & Certifications (Reps & Certs)	Representations and Certifications shall be obtained prior to the award of any procurement equal to or exceeding the micro-purchase threshold and shall be kept ...
Debarment	**SpendLogic recommends certifications be on the face of each transactional document, e.g., PO, SubK, Change Order, Mod, etc. ** *Demonstration assumes ...

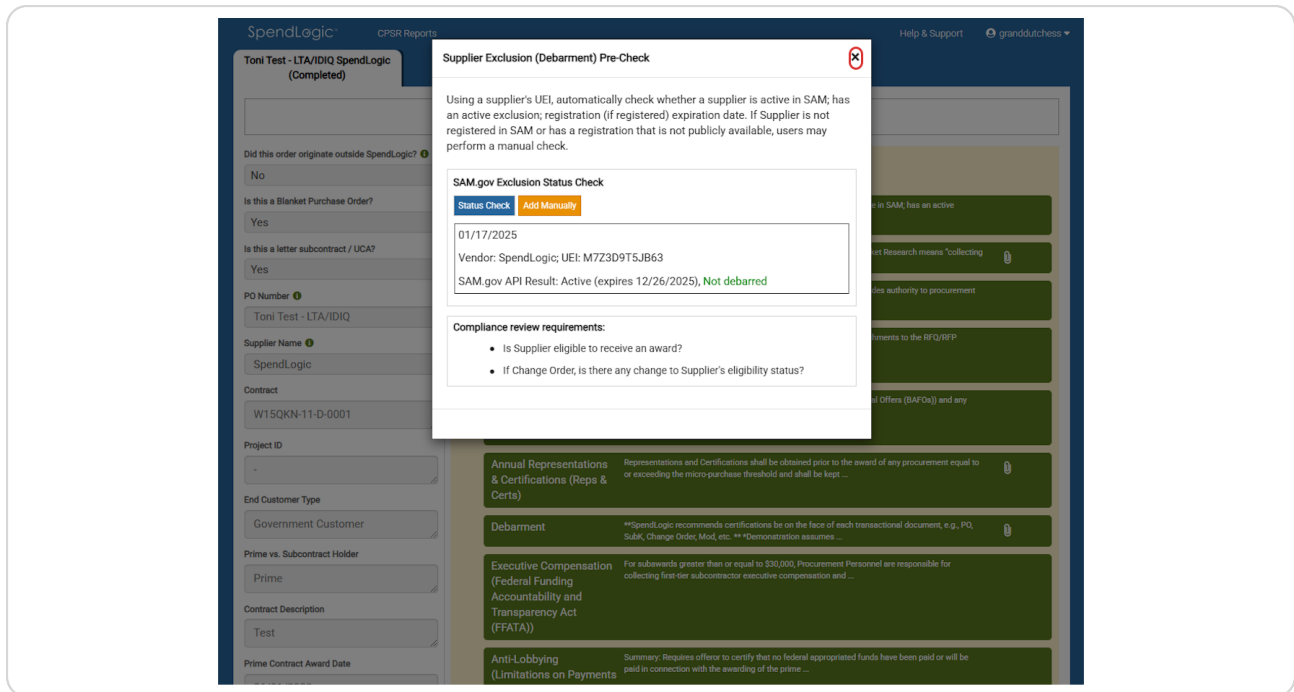
SpendLogic

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STEP 11

Closing Right Hand Block

Once the block is open, review the information as needed and to close out of the block, simply click the "X" in the upper right hand corner of the window.



STEP 12

Reviewing the Price Analysis

In order to review the Price Analysis, click on the Right Hand Block labeled Price Analysis

Prime	
Contract Description	
Test	
Prime Contract Award Date	
06/01/2023	
Prime Contract Type	
FAR 15 - Contract by negotiation	
DPAS Rating	
DO	
Buyer Name	
Pullum Toni	
Review Waiver	
\$0.00	
Manager Name	
-	
NAICS Code	
335591	
Government Supply Source	
NO	

(Federal Funding Accountability and Transparency Act (FFATA))	collecting first-tier subcontractor executive compensation and ...
Anti-Lobbying (Limitations on Payments to Influence Certain Federal Transactions)	Summary: Requires offeror to certify that no federal appropriated funds have been paid or will be paid in connection with the awarding of the prime ...
Advanced Notice and Prior Consent (APPROVED PURCHASING SYSTEM)	The Procurement Professional will review the prime contract for advance notification and consent to subcontract requirements and analyze those requirements ...
Price Analysis (Competitive)	A price analysis must be performed to determine price reasonableness and file must be properly documented.
Commercial Determination	A commercial determination should demonstrate that reasonable business judgment was exercised in making such a determination consistent with market research ...
FAR, DFARS, Agency Contract Clause Specific Flow Downs and Terms & Conditions (at time of Award)	Summary: Government contracts contain clauses requiring contractors to flow down certain terms and conditions to lower tier subcontractors/suppliers. These ...
Small Business Considerations	Enter the number of solicitations for each business size (including zero). For each category that was NOT selected, select the reason(s) why. If necessary, ...
Small Business	Summary: Whenever the prime contract contains FAR 52.219-9, Small Business Subcontracting Plans

STEP 13

Downloading the Price Analysis

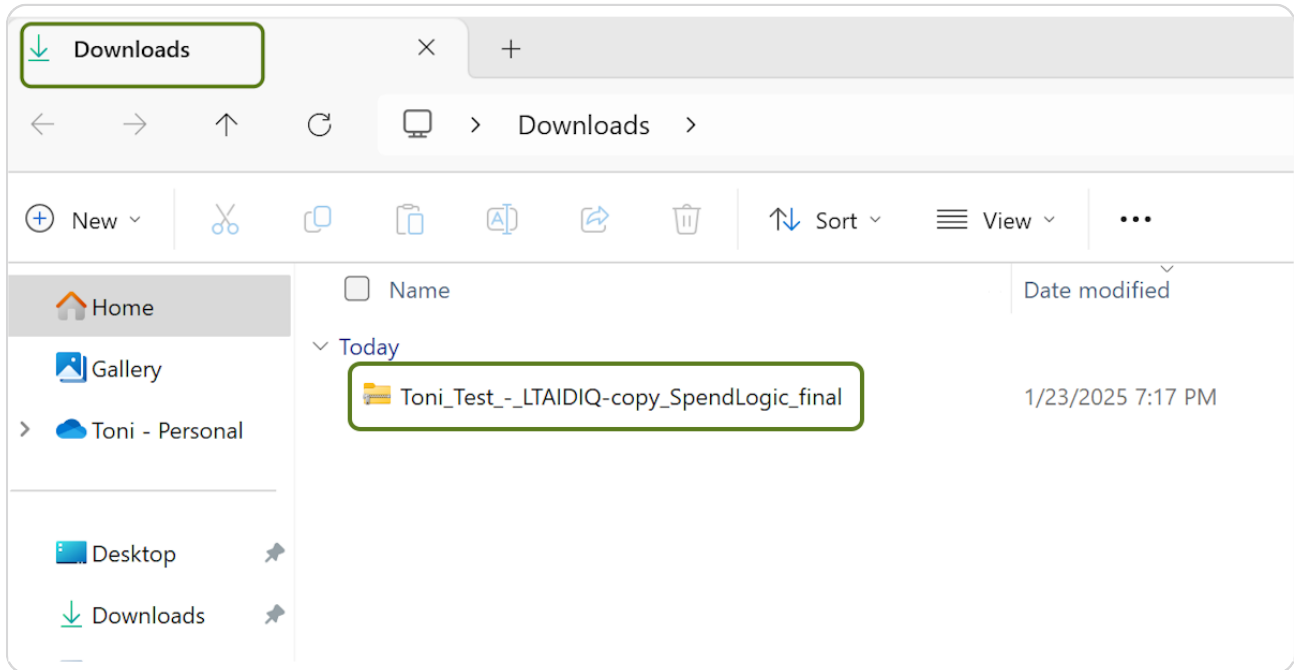
Once the Price Analysis window opens, it will show a screen similar to the one below. Under Actions, click on the download button that is circled in red.

The screenshot shows the 'Price Analysis (Competitive)' window in the SpendLogic application. The window title is 'Price Analysis (Competitive)'. Below the title, there is a message: 'A price analysis must be performed to determine price reasonableness and file must be properly documented.' Below this message, there are two buttons: '+ Create New' and '+ Attach Existing'. Underneath, there is a section titled 'Attached Reports' which contains a table. The table has the following columns: 'Supplier', 'Part # (Description) Services', 'Type', 'Updated', and 'Actions'. The first row of the table is: 'SpendLogic', 'Admin Test Part 1, Admin Test Part 1, Admin Test', 'Price Analysis', '01/16/23 04:55 pm', and a download icon circled in red. Below the table, there is a pagination control showing '5 / page' and navigation arrows. At the bottom of the window, there is a 'Compliance review requirements:' section with a bullet point: 'Is price analysis supported with valid objective evidence?'. The background of the screenshot shows a sidebar with various contract details and a main content area with sections like 'Conditions (at time of Award)', 'Small Business Considerations', 'Small Business Subcontracting Plan', and 'Limitation on Pass-Through Charges'.

STEP 14

Locate Downloaded Zip File

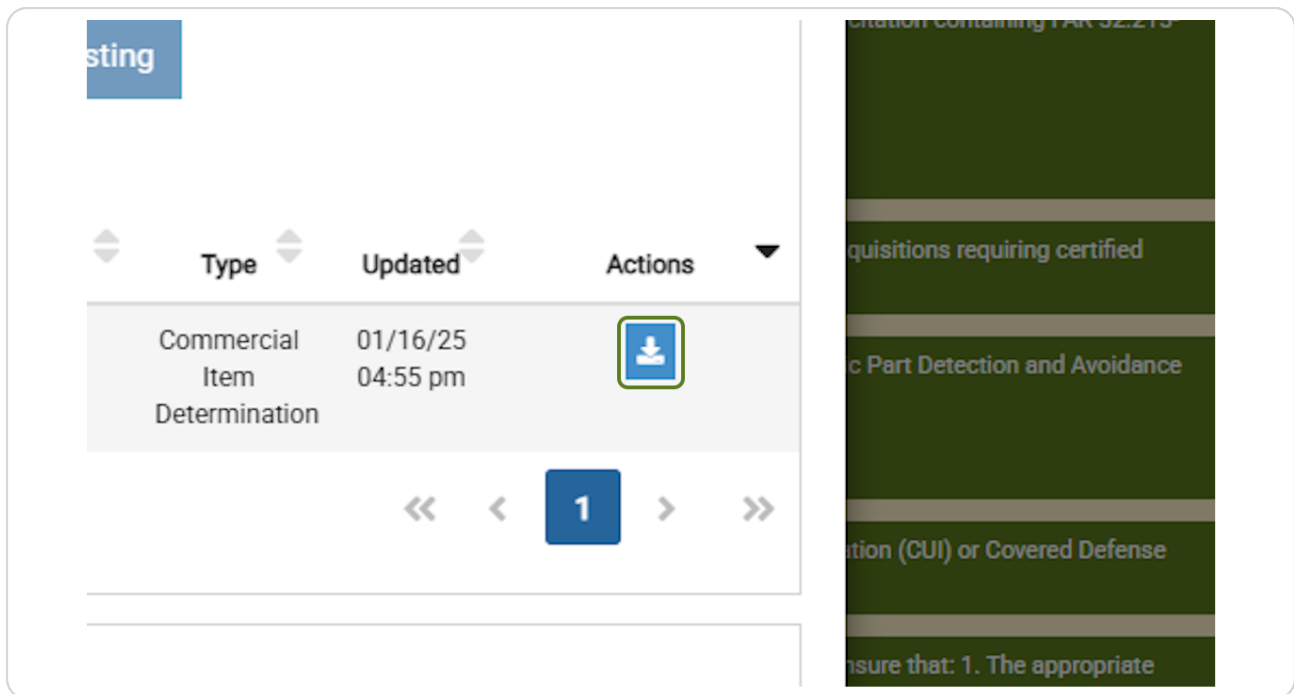
Locate the zip file in your Downloads folder to complete the review of the Price Analysis




STEP 15

Reviewing the Commercial Item Determination

To Review the Commercial Item Determination, repeats steps 12-14 in the respective right hand block.



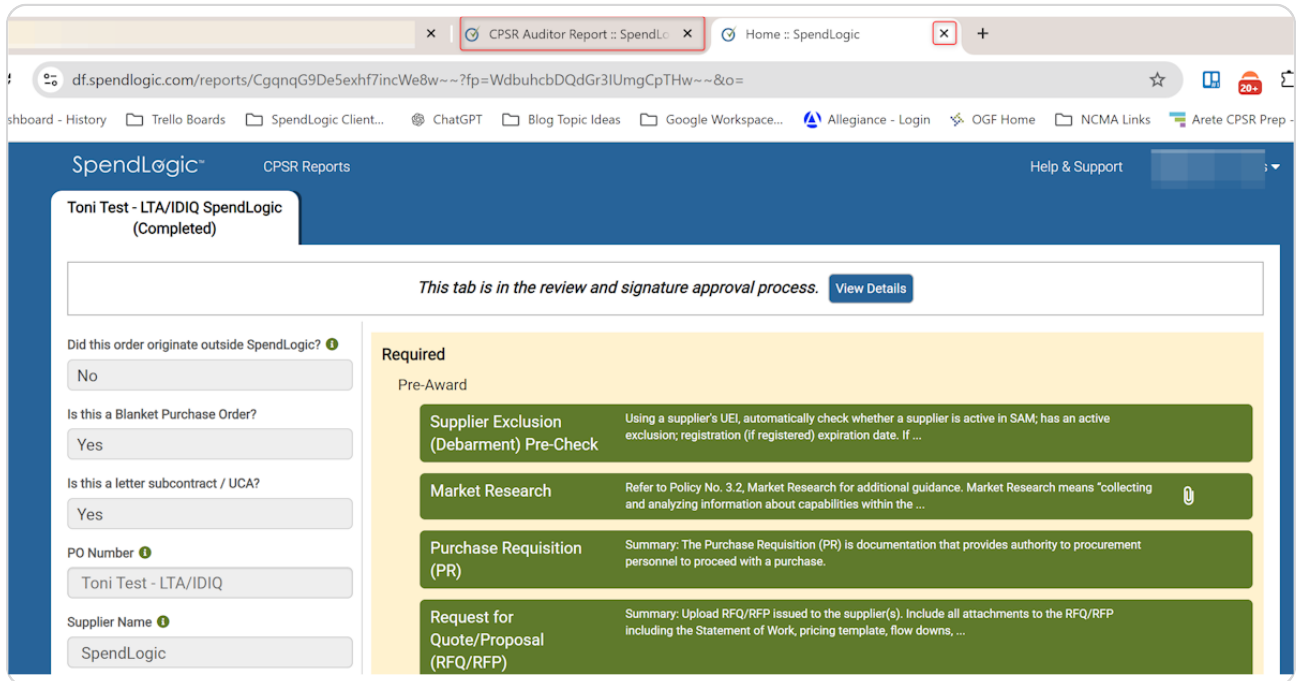
The screenshot displays a software interface with a table and a sidebar. The table has columns for 'Type', 'Updated', and 'Actions'. A row is highlighted with a 'Commercial Item Determination' entry, and a download icon in the 'Actions' column is highlighted with a yellow box. The sidebar on the right shows a list of items, including 'quisitions requiring certified', 'c Part Detection and Avoidance', and 'tion (CUI) or Covered Defense'. A blue box with the number '1' is positioned below the table, indicating the current page or item.

Type	Updated	Actions
Commercial Item Determination	01/16/25 04:55 pm	

STEP 16

Returning to the CPSR Auditor Report

In order to return to the CPSR Auditor Report, simply close the window or switch tabs.



SpendLogic